

DDA Live
192-198 Vauxhall Bridge Road
London
SW1V 1DX

10th September 2018

**The BFI's London Film Festival: Wednesday 10th – Sunday 21st October 2018
Cineworld Leicester Square**

Dear Sir / Madam

I am writing on behalf of *The British Film Institute* to inform you that the 62nd BFI London Film Festival 2018 will be taking place at the Cineworld Cinema, Leicester Square between the 10th – 21st October 2018. Please see information below around the schedules and red carpet layouts throughout the festival.

The London Film Festival Box office will be installed in the East Quadrant of the Gardens from 8th October - 22nd October. This will not restrict access to the gardens. It will be operational every day from 10:00 – 21:00 (gardens will open as normal from 08:00)

There will be three barrier plans used over the course of the 12 day festival. Each plan is shown overleaf and a summary of plans and the dates in use are as follows:

Plan 1 10th / 18th / 21st October

Production for the event will start being positioned on the North Terrace daily from 10:00. Between 16:30 and 20:00, while the events are live, there will be no access along The North Terrace and restricted access on Swiss Court 20:00. All production will be off Leicester Square by 23:00.

Plan 2 11th / 12th / 13th / 14th / 15th / 16th / 17th / 20th October

Production for the event will start being positioned on the North Terrace daily from 10:00. There will be restricted access along The North Terrace and restricted access on Swiss Court from 16:30 until 20:00 while the events are live. All production will be off Leicester Square by 23:00.

Plan 3 19th October

Production for the event will start being positioned on the North Terrace from 14:00. There will be restricted access along The North Terrace from 14:00 until 22:00 while the event is live. All production will be off Leicester Square by 23:00.

We do appreciate your patience whilst working with us to facilitate these events and we are doing our best to minimise any disruption. Due to the high profile of these events we do expect some crowds, however access to businesses will be maintained at all times utilising stewards. We are working with *Westminster City Council* and *The Metropolitan Police* to ensure that all traders and residents are given due consideration.

If you have any questions or comments with regards to this event please do not hesitate to contact me on 07716 941 917. I will be in Leicester Square on each day of the event.

You can also contact *Westminster City Promotions, Events and Filming* on 020 7641 2390 or by emailing nchant@westminster.gov.uk.

Yours sincerely

Rachel Nichols
Director of Events
DDA Live